***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Assistant Biosafety Officer**

Job Family: Environmental Health & Safety Sub Family: Safety - BioSafety

**Job Summary:**

The Assistant Biosafety Officer reports to the Biosafety Officer and strategically implements biosafety programs to ensure a safe work environment and to achieve compliance with the University's environmental, health, and safety standards and governmental regulatory requirements. The Assistant Biosafety Officer serves as the University of Maryland, Baltimore Alternate Responsible Official and serves as voting member on committees. The goal of the University of Maryland, Baltimore Biosafety Division is to protect laboratory workers, the environment, and the community from exposure to biohazardous materials while protecting the integrity of experimental materials. The Biosafety Division seeks to prevent exposure by assisting researchers in conducting risk assessments and providing guidance to laboratory personnel on the microbiological practices, safety equipment and facilities under which biohazardous materials can be safely manipulated.

**Essential Functions:**

* Oversees workflow of less experienced Biosafety personnel and provides to them training in biosafety related activities and program development. Provides instruction and guidance and manages in absence of management.
* Develops and implements strategic objectives for biosafety at UMB. Works directly with EHS staff to develop and implement program objectives. Oversees and administers biosafety programs by reviewing and approving biosafety protocol reviews, and audit/inspections.
* Serves as the Alternate Responsible Official (ARO) and has authority and control to ensure compliance. Primary liaison with Principal Investigators and Facility Directors to recommend and implement appropriate safety procedures in accordance with federal guidelines.
* Serves as voting member on committees such as the Institution Biosafety Committee (IBC), the Subcommittee for Research Safety, and Dual Use Committee.
* Oversees development and deliverance of ongoing in-service training to faculty and departmental support staff. Researches and identifies new areas for training. Develops and distributes literature and training materials for use in classes and laboratories.
* Ensures compliance with the federal, state, and University regulations, policies, and procedures governing research using recombinant and synthetic nucleic acid molecules, infectious agents, and dual use research of concern. Assists investigators and staff.
* Manages biosafety records and oversees accurate completion and filings of reports and documentation required by regulatory agencies (CDC, NIH, etc). Has signing and submission authority to the CDC and NIH.
* Performs other related duties as assigned.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in microbiology, cellular biology, biochemistry, genetics, molecular biology, public health, environmental science, biological science, industrial hygiene or other related field.

Experience: Five (5) years of progressive work experience in the field of environmental safety, research compliance, or diagnostic laboratory experience with emphasis in microbiology, molecular biology, genetics, or related field

Supervisory: Three (3) years

Licensure/Certification: of biosafety experience.

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1111G

SOC Code: 192041 IPEDS: Healthcare

EEO6 Code: Professional State Code: 9533004

USM eCode: E40110 AAP Code: 3A